

Example Contract for Service

Agreement between

Contractor - Details and Requirements

Name:	Address:	ABN:
Phone:	Mobile:	Emergency contact (name & number):
Police clearance or equivalent Expiry date: __/__/__		Other:

And

Client: Person/s Directing Support – Details and Requirements

Name:	Address:	
Phone:	Mobile:	Emergency contact (name & number):
Workcover Policy:		

Purpose of Contract

The purpose of this agreement is to regulate the relationship between the Client and the Contractor in connection with the Assignments listed

The assignment is to ensure that:

The assignment is to provide __ hours over a __ week/ month / to be determined period:

To further develop and implement

Undertake tasks listed to achieve ...

The Contractor will work towards the following outcomes:

Outcomes will be reviewed:

Monthly / quarterly / on completion of task

Date: _____

Terms of Contract

The Contractor will provide a Tax Invoice for payment and will be paid (insert terms of payment).

The Contract is to be reviewed & renewed at the end of (insert date/ time period)

The Contracted rate will be \$_____ per (enter period of time): i.e. hourly; daily; weekly; monthly on completion

The tax invoice supplied by the Contractor will detail (outline details required on the tax invoice):

The Contracted rate is inclusive of:

- ☐ Use of vehicle
- ☐ Hours engaged (outline specifics)
- ☐ Administration costs
- ☐ Other: _____

Contractor will be compensated for the following expenses:
(insert conditions)

The Contractor is responsible for own tax and superannuation arrangements & those of any employees.

The Contractor must have or obtain a prescribed criminal history screening card e.g. business blue card.

The Contractor is not an agent of the Clients and does not have authority to enter into any commitment on behalf of the Clients.

If the Client offer one or more further Assignments to the Contractor they are deemed to be regulated by this contract unless agreed to the contrary.

The Contractor may accept or decline any Assignment.

The Contractor acknowledges that this agreement imposes no obligation on the Clients to provide the Contractor with any additional Assignment.

A Contractor can accept contracts from other Clients as long as they do not interfere with the agreed schedules and consistent with the obligations under this contract.

Other terms:

Contractor obligations & risk

By accepting the Assignment the Contractor agrees to have an appropriate level of training, skill, experience and qualifications to work on the Assignment

The Contractor is able to subcontract work to others with the express permission and consent of the Clients. The Clients have the right to refuse the sub-contractor if the Client does not believe to be of the same quality as that provided by the Contractor. Details:

The Contractor is responsible for obtaining and maintaining policies of insurance against the risks which a provider of similar services would be expected to insure against.

The Contractor bears responsibility and liability for any poor work or injury sustained in the performance of the tasks associated with the Assignments.

The Contractor agrees to indemnify the Clients against any action, suit, claim, demand, cost or expense arising out of any damage, injury or loss caused by or resulting from any wilful or negligent act by the Contractor.

In signing this Agreement the Contractor verifies that he or she understands the legal and taxation obligations of being a self-employed Contractor (Sole Trader).

Person Directing Support

Name [print]: _____
Date: ____/____/____

Signature: _____

Name [print]: _____
Date: ____/____/____

Signature: _____

Contractor

Name [print]: _____
Date: ____/____/____

Signature: _____